

Video Surveillance

Education Records

1. The district will comply with provisions of state and federal law regarding education records requirements including the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act as applicable to the district's use of video recordings. Video recordings which become a part of a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.
2. The district will include notice in parent/student handbooks that video cameras may be used on district campuses. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents.
3. Students will not be notified when video camera is in use.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored as needed. These recordings will then be erased unless they become part of a student's education record, a staff member's personnel record, or are to be used as evidence in a criminal proceeding.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording will then be either erased or retained, as the district deems appropriate, as part of the student's education record or employee's personnel record, in accordance with applicable law and district procedures.

Use

1. Video cameras may be used at any time to monitor both inside and outside of buildings. Cameras may also be used during the school day.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment, and any such tampering or interference will be subject to disciplinary action.

Viewing Requests

1. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
2. Requests for viewing video recordings may be made only by:
 - a. District officials, including teachers on a need to know basis;
 - b. Parents or guardians of a minor student who is the subject of a video recording;
 - c. A student 18 years or older who is the subject of a video recording;
 - d. A staff member who is the subject of a video recording; and
 - e. Other persons authorized by state or federal law and administrative rules and regulations to view such videos.

3. Requests for viewing may be made to the superintendent within two school days of the date of recording.
4. The Superintendent will approve or deny a request for viewing within five school days of receipt of the request, and communicate the approval or denial to the person(s) making the request.
5. Video recordings approved for viewing will be made available within two school days of the approval of the request.
6. Any incidents that may result in disciplinary or legal actions will be viewed by at least two administrators.

Viewing

1. Actual viewing will be permitted at district-related sites only, including schools, district office or as otherwise required or permitted by law. The administrator shall conduct the initial viewing.
2. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
3. Video recordings, and the written log, will remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures, and district personnel records policy, procedures and applicable collective bargaining agreements.